

Welcome Department Chair!

Congratulations on your role! The Registrar's Office is available to facilitate a smooth transition. If at any time you need assistance please contact our office.

This documents contains screen prints for the process to enter Student Course Overrides and to view Student Registration Pins. Overrides will be the primary reason you will enter Banner.

The following details will assist you when entering course overrides or academic petitions. You may want to ask for the following details from the student to help you complete the task.

- Student Name and ID (9-diget number)
 - Course Number (CRN)
 - Reason(s) why the student cannot enter the course, examples
 - Course requires a certain grade in a prerequisite
 - Missing a prerequisite
 - Missing a test score
 - Class is full
 - Course requires the department chair permission
 - o Reason for course substitution request
 - Some majors have non-course requirements. Once the chair validates completion, a petition is entered.
- Understanding Term Codes:
 - o Summer Term 20XX10
 - o Fall Term 20XX20
 - o Spring Term 20XX30

Banner: https://sites.google.com/a/heidelberg.edu/banner-support-site/

Home Banner 9 Resources	Home	
Resources Banner 9 Documentation Banner 9 Timeline Java Help Sitemap	Heidelberg BANNERSUPPORT	
Jucenap	Banner Support Links 06/02/2018	
	INTERNET NATIVE BANNER Banner 6 – Ended Jone 2006. Banner 7.5. – Vijes with PROD Banner 8.5. – Vijes with PROD Banner 8.5. – Vijes with PROT Banner 7.5. – Vijes with TEST Banner 9.5. – Vijes with TEST Banner 9.5. – Vijes with Your windows ujernähmingeremord (i.e. jdoe) - Database as of 4/26/2018	CNIT CONTACTS Tober Robison 2867 Trobison beidelberg edu Navy Shaffer 2370 malaffer Gheidelberg edu Xurt E. Husenemann 2351 keht Bheidelberg edu Other
	Banner 9 Resources Having Java issues with Banner & forms? Check out this this page for help.	CNIT home page
		Ellucian Support site

Click on: Banner 9 PROD (When 9.X PROD use most current number) Click on: Banner 9 Resources for Keyboard Shortcuts and a short video

Banner Logon: Use your windows username/password (i.e. jdoe). The system will time out after 2 hrs.

SIGN IN	
Usenane	
Factored	
E Remember me or this computer	
SIGN IN	

After logging in successfully, you will see:



You may type the form code or click the magnifying glass to search a specific form.

To search form names click Applications. Here you will see many names of forms but access is limited to overrides, registration pins, faculty course assignments. Course assignments is more functional via OASIS.



Course Overrides SFASRPO



Enter Student ID and Term. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%)

ID: 0000	092831 Suter, 0	ynthia A.	Term: 201920 Fal	82018																		1	Start	Over
* STUDE	* STUDENT PERMITS AND OVERRIDES														Insent	Delete	Pa Copy	Ŷ, Fit						
Pennit *	Permit * Permit Description									CRN		Subj	ect		Course Nun	derr			Section					
PRERE	Q		Pre-req/Tes	it score Error									1	4										
H ~	Plot t = H		* Per Page																				Rec	ord 1 of
T ATTACK	INT SCHEDULE				~									-		_					🛱 Inveri	Delete	Pa Copp	Y, Elli
STUDE					Construction of the		Mon	Tur	Wed	Thu	Eri	Sat	Sun Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Ind	cator B	egistration	
CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	1940														Lanta H	egisiration	Status

Enter the Permit (override) or select the three dots for a full list. Enter the CRN, Subject Code, Course Number. Note: if the section a student enters is irrelevant, skip the CRN and enter the Subject and Course Number.

Once finished, click Save.

Click Start Over to enter multiple student overrides.

Hint: Full Course Override means all seats are taken. This will not give a blanket override for all reasons the student cannot add the course.

Alternative Registration Pin SPAAPIN

Enter Term and Student ID. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%) Academic advisors are to provide a student's registration pin after schedule review and confirmation. In the event that an advisor is not available, or departmental advising is taking place, the Department Chair can see a student's pin.

X Alternate Personal Identification Number	# SPAAPIN 9.3 (PROD)				E ADD	Remeve	A RELATED	TOOLS 🕈
From Term:		10:)				8	Go
Get Started Complete the fields above and cli-	ck Go. To search by name, press TAB from an ID field, enter your search cri	iterla, and then press ENTER						
1								
•								
							-	
X Alternate Personal Identification Numb	er SPAAPIN 9.3 (PROD)				B 400 J	Remieve	RELATED	5
X Alternate Personal Identification Numb From Term: 201920 ID: 000143461 Student					E ADD	Remieve	RELATED	C TOOLS
	Baris D				D 400		RELATED -	Start Over
From Term: 201920 ID: 000143461 Student	Baris D			Alternate PIN *	B 400			Start Over
From Term: 201920 ID: 000143461 Student * ALTERNATE PERSONAL IDENTIFICATION NUMBER	Boris D. R			Alternate PIN * 52495	B 400			Start Over

Banner Log out



Office of the Registrar, Fall 2018

S:\Registrar\Amanda\Faculty Information\Chair Guide Banner OASIS DW.docx

DegreeWorks: Course Petitions

Department chairs may enter in course substitutions for the major/minor of your responsibility. When a director also reports to you, only the chair has access to enter the substitution. General Education substitutions go through the Associate Vice President for Academic Affairs.

Step: 1 Open DegreeWorks, via OASIS

Step 2. Click on the Petition Tab



Step 3: Add a New Petition

Add a New Petit	ion			
Heidelberg	DEGREEW	/ORKS		
Back t	to OASIS	FAG	2	
Find Student ID II	Image: Name Image: Name	Degree Majo BS ▼	r t Management	Class Per First-Year (F
Worksheets	nner Notes Petiti	ons Exceptions	GPA Calc	Admin
View Petitions				
Add Petition >	F			
Modify Petitions	Add New Petition for E	Exception		
Delete	Enter a description and	d click the Submit Pe	tition button	
Petitions	Allow <u>PSY</u> 101 to replace	е СОМ 100.		
	Submit Petition			

Access in OASIS

As a Department Chair, you may view the course roster for the course subjects you are responsible to oversee. Use the Class List- Customizable option. Deans are able to see lists within their school.

Major and Minor Student Lists

Most students will report when searching within the major or minor listing. However, because students now have multiple majors and minors this confuses the code populating these lists. When an accurate list is needed, contact the Office of the Registrar.